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MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT:

Intelligence School Weekly Activities Report #6
31 January through 6 February 1957

Document No. 86 February 1957

Class. Change To: TS S C

Auth: 8-10-78

Date: 8-10-78

By: 35

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I. SIGNIFICANT ITEMS

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A new modification for follow-up meetings of Basic Supervision is being planned. The idea, which has been under consideration for about a year, is for a selected group of first-line supervisors to meet with a representative of top management at widely spaced intervals. General Cabell has expressed willingness to cooperate in such a program, and the first session will be scheduled by [redacted] with a selected group of first-line supervisors, if possible within the next two months.

II. OTHER ACTIVITIES

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a. OPR Orientation Officer

(1) On Monday, 4 February, the CIA Introduction program was conducted for [redacted] people.

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(2) The Dependents' Briefing program was conducted on the afternoons of 5 and 6 February for [redacted] dependents going overseas. In addition, [redacted] from WE are auditing the program. In an effort to improve the content of the briefing, [redacted] has arranged to meet with the speakers from the Security Office, the CI Staff, and [redacted] Branch in order that the three presentations may be better coordinated to represent three different approaches to the security problem.

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(3) On Wednesday, 30 January, [redacted] gave a one-hour presentation on the current organization of the Agency to members of the A & E Staff.

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(4) Final arrangements for [redacted] trip to the Air Command and Staff School, Maxwell Air Force Base, Alabama, have been completed. He will leave Thursday, 14 February, and return 15 February after his early morning presentation.

b. Intelligence Training

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(1) Writing Workshop #11 was completed on 31 January. There were [redacted] students, and the class was divided into two sections--one basic and the other more advanced. This system worked out well. Student critiques were generally favorable, but most students wanted an opportunity to continue receiving instruction, either by increasing the length of the course or by having a series of courses requiring varying degrees of ability.

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(2) The seventh CO/C Refresher began on Monday, 4 February, with [] CO/C field and headquarters personnel attending. The course is being conducted at 1717 H Street.

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(3) The schedule for Intelligence Techniques #4, which starts on 18 February, has been worked out and it will incorporate a new production exercise on the substantive analysis of an MIS contribution. [] will be away on military leave, so [] will act as chief instructor with [] also instructing.

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(4) On Tuesday, 5 February, [] attended a State Department briefing on Afghanistan and Pakistan in connection with the forthcoming area survey course on the sub-continent.

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c. Management Training

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(1) The FE Training Officer has informally inquired as to the possibility of a second Management (Special) presentation for Branch and Desk Chiefs of the FE Division. He was advised that no commitments could be made at this time since [] participation in the Management Training program has necessarily been limited since his assumption of duties as Acting Chief, IS, and [] is scheduled to leave on or about 8 April. However, a formal request from FE will be forwarded through channels for further consideration.

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(2) Basic Supervision #27 (GS 9-11) began on 4 February with the maximum enrollment of [] students are from the DD/I, [] from the DD/S, [] from the DD/P, and [] from Cable Secretariat.

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(3) Basic Management #31 concluded on 1 February. For the first time, the course was presented in nine days, the loss of a day being due to Inauguration Day on 21 January. Part of the lost four hours was compensated for by the assignment of work to be done outside class.

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d. Intelligence Orientation

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(1) Intelligence Orientation #6 began on Monday, 4 February, with [] students in attendance. The opening remarks were delivered by [] and stimulated a number of questions from the students.

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(2) [] visited [] on 6 and 7 February to review some of the tradecraft material in preparation for the special course for Office of Security personnel. In his absence [] handled the course.

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(3) [] of the A & E Staff has submitted for approval an evaluation form combining both phases of Intelligence Orientation. With a few minor changes, the form is acceptable to the IO Staff.

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Nothing to report.

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f. Reading Improvement

(1) Reading Improvement #32 ended on 4 February and final interviews are being conducted this week. [] taught both sessions of the class. The students' comments and critiques indicated that the course was much more valuable and pertinent to their daily work than they had expected.

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(2) At the request of [] FI Training Officer, a reading skills analysis and self-study materials were given to [] a provisionally cleared employee who is awaiting assignment to the FI Staff.

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g. Instructor Training

Nothing to report.

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h. Clerical Training

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(1) During the week of 28 January there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered to entrance-on-duty employees by Clerical Induction for the week of 28 January were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 4 February were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(4) [] has been working with [] A & E, on a series of tests in spelling, punctuation, capitalization, and shorthand vocabulary to be administered the first day of each course to determine the students' backgrounds in these subjects. It is hoped that this added information will make the instruction more effective.

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i. Visual Aids Staff

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(1) The Visual Aids group, with [] persons aboard, is doing a very good job in keeping abreast of major current assignments. A few minor jobs are being refused, and backlog items are increasing slowly. No progress can be made in getting such items finished until at least one of the vacant positions is filled. Pressure is

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being kept on PO/TR to push along on one candidate now being cleared and to find other suitable prospects with sound basic training in illustration. Meantime, the continued success of the staff depends upon two factors: sustained and diligent hard work, with some overtime, by the people now on board; and careful priority planning, with accurate selection of items to be deferred indefinitely, by [redacted] Target dates by requestors can usually, but by no means always, be met.

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(2) The weekly activities report of VAS is attached.

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III. PERSONNEL NOTES

a. [redacted] Clerical Training, is taking the Introduction to Intelligence portion of Intelligence Orientation.

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b. [redacted] is on military leave for two weeks.

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c. [redacted] returned from annual leave on 4 February.

[redacted]
Acting Chief, Intelligence School

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MEMORANDUM FOR: Acting Chief, Intelligence School

5 February 1957

SUBJECT: Weekly Activities Report #6
31 January through 5 February 1957

I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.3
 - 1. Two of three charts, "Organization of OCR," in progress
 - 2. Eight maps to be drawn in color and one map to be dry mounted and one map to be mounted on muslin
- C. Intelligence B.4
 - 1. Three blanket board charts three-fourths complete
- D. Operations O.8
 - 1. Organization of CIA chart
- E. Language and Area Training
 - 1. Layout and compiling Polish Newspaper Reader
 - 2. Eight maps to be mounted on muslin
 - 3. Japanese Ideographs, Volume 2, to be vari-typed for Language Training Reference Manual
- F. AEO/DDP
 - 1. Layouts and finished art for ten color slides and vu-graph

II. Training Aids Completed

- A. Director of Training
 - 1. Two charts for briefing
- B. Intelligence B.3
 - 1. One large chart, "Organization of OCR"
- C. Language and Area Training
 - 1. One sign to be used on door and one four-part sign
- D. Intelligence I.7
 - 1. Developed film

Acting Chief, Visual Aids Staff

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